

**THE ORGANIZATION AND FUNCTIONS OF THE  
OFFICE OF INTERNATIONAL TRADE**

**A Paper Submitted By  
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## PREFACE

In the present work the writer has attempted to slant his treatment of the subject matter in the direction of "intelligence" and has given little or no consideration to the commercial substantive content. The paper, therefore, is largely devoted to describing the functions of the OIT's many divisions and not to enumerating its achievements and failures in promoting foreign trade.<sup>1</sup>

The work is divided into two parts. In Part I the Office of International Trade is treated as a unit. In Part II the various divisions within the organization are treated individually.

In addition to the sources listed in the bibliography, numerous OIT officials were consulted. The writer, therefore, makes acknowledgement.

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<sup>1</sup>For an excellent summary of the OIT's accomplishments since its inception in 1948, see the 84th, 85th, 86th, 87th, and 88th Annual Report of the Secretary of Commerce.

## PART I

### GENERAL ORGANIZATION AND FUNCTION

#### Creation<sup>1</sup>

The Office of International Trade (OIT), a Department of Commerce subsidiary, was established October 21, 1945.<sup>2</sup> It represents a consolidation of the foreign trade functions formerly performed by the Bureau of Foreign and Domestic Commerce (a Commerce Department bureau) and the trade relation functions once performed by the Foreign Economic Administration.

The Office was organized as a result of certain organizational patterns that developed during World War II. At that time the government's major foreign economic activities were assigned to the Lend-Lease Administration and the Foreign Economic Administration. These agencies, in an effort to avoid duplication of effort and personnel, maintained liaison with the long established Bureau of Foreign and Domestic Commerce. In so doing they were able to utilize a large part of the Commerce Department's research and its analytical and statistical services. When the war ended and the Foreign Economic Administration was disbanded, it was felt desirable that certain of its functions<sup>3</sup> be continued. During the same period the

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<sup>1</sup>"Department Order No. 10," Department of Commerce, December 18, 1945.

<sup>2</sup>Federal Register, 177A-511, Sept. 11, 1946.

<sup>3</sup>Control of exports, foreign trade relations, and promotion work.

Department of Commerce was considering the creation of a new office to organize into one agency those units of its Bureau of Foreign and Domestic Commerce which had been concerned with foreign trade. The result was the creation of the Office of International Trade to perform both the transferred functions of the Foreign Economic Administration and the foreign trade functions of the Bureau of Foreign and Domestic Commerce.

It should be added that the new combination has seemingly worked out very satisfactorily. It brought together a rich experience in world-wide supply operations plus a vast store of useful peacetime technical knowledge.

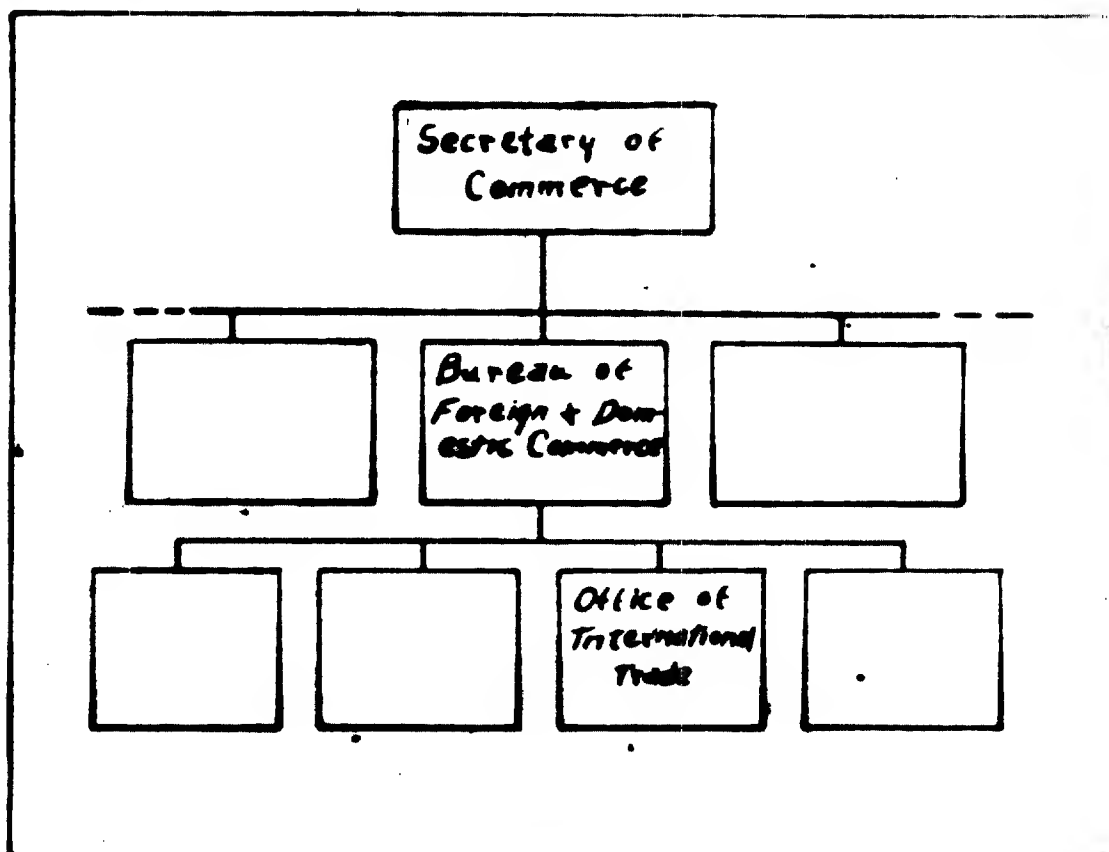


Fig. 1.--The Position of the Office of International Trade in the Department of Commerce.

### Overall Functions<sup>1</sup>

The basic objective of the Office of International Trade is to promote the foreign trade interests of the United States. Closely allied with this objective is its interest in economic development of foreign countries. In both cases the end sought is a sound, prosperous, and expanding United States' economy and stable international economic relations.

In an effort to accomplish its basic objective, OIT engages in a myriad of activities and performs numerous functions distinctive in nature. The more notable of these functions would include:

1. The collection, analysis, and dissemination of a wide variety of information relative to foreign trade. This information gathered mostly by Foreign Service officers is disseminated to U.S. businessmen interested in foreign trade (both importers and exporters) through the media of trade journals, press releases, conferences, correspondence, etc. In addition, the information is available by request at the Department of Commerce in Washington or at any one of its field offices<sup>2</sup> in the United States.

2. The participation with other nations in the solving of economic, trade, and exchange problems. This is ac-

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<sup>1</sup>Edmund F. Becker, Guides for New World Traders, (Washington, D.C.: Government Printing Office, 1949), pp. 10-16.

<sup>2</sup>Federal Register, op. cit., p. 311.

<sup>3</sup>Department Order No. 11, (amended), June 1, 1950.

<sup>2</sup>See Appendix A for complete list.

complished by membership in international organizations and conferences and by other means such as liaison with foreign embassies and various United States government agencies

3. The participation in the formulation and execution of commercial treaties and trade agreements with foreign powers.

4. The assistance of various United States agencies in the formulation of foreign economic policies. This is accomplished by making available the vast storehouse of data in its files and by the counsel and advice of its experts.

5. The direction of the administration of the export control powers vested in the Secretary of Commerce under the Export Control Act of 1949. This function includes the issuance and enforcement of export trade regulations and procedures.

6. The assistance of the chairman of the Advisory Committee on Export Policy in the preparation of reports and background data on export needs and requirements.

7. The function of serving as the Department of Commerce claimant for global foreign requirements before the Advisory Committee on Export Policy.

8. The participation with the Board of Foreign Service in the examination, selection, appointment, training, assignment, promotion, and rating of United States Foreign Service officers.

9. The direction of the Commerce Department's activities in connection with the China Trade Act, the Foreign Trade Zones Act, and the British Trade Import Plan.

### Organization

The Office of International Trade is organized into five branches: (1) The Staff Offices which include the Office of the Director, the Foreign Requirements and Claimancy Office, the Foreign Development (Point IV) Office, the General Counsel section, the Public Information section, and the Administrative Management Staff; (2) The Export Supply Branch which includes the Director's Office, the Investigation Staff, the Projects and Technical Data Division, the Operations Division, the Strategic Controls Division, and the various Commodity Divisions (see chart on page 6); (3) The Economic Affairs Branch which includes the Director's Office, the American Republics Division, the British Commonwealth Division, the European Division, the Far Eastern Division, the Near Eastern and African Division, and the International Economic Analysis Division; (4) The Intelligence and Services Branch which includes the Director's Office, the Insurance Staff, the Commercial Intelligence Division, the International Trade Development Division, and the Travel and Transport Division; and (5) The Foreign Service Operations Division which includes the Office of the Director, the Reporting, Program, and Review Branch, and the Training and Personnel Programs Branch.

Let us now proceed to discuss the function and operation of each of these major branches.

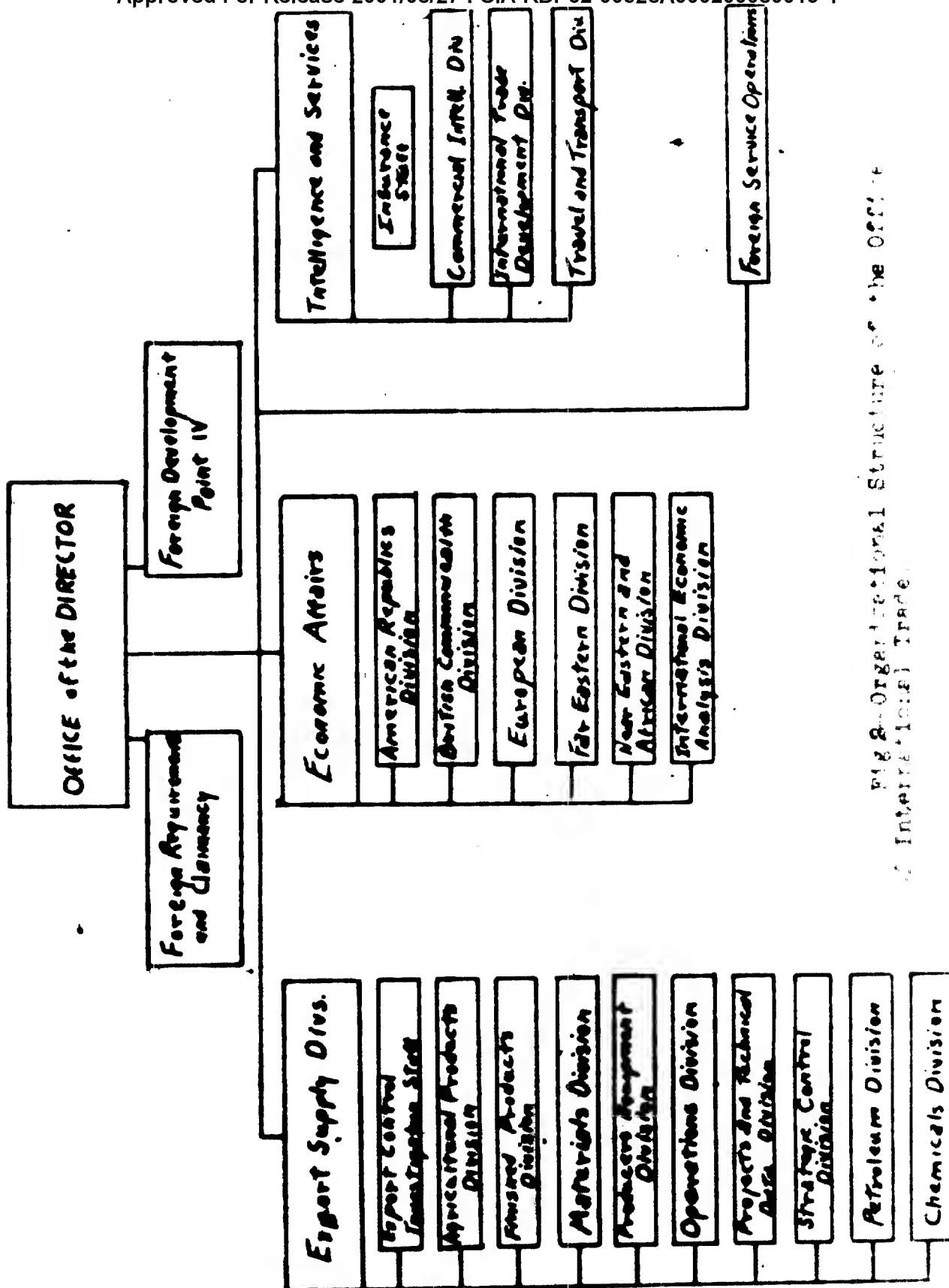


Fig. 2--Organizational Structure of the Office of International Trade

## PART II

### SPECIFIC ORGANIZATION AND FUNCTION OF THE FIVE MAJOR BRANCHES

#### The Staff Offices

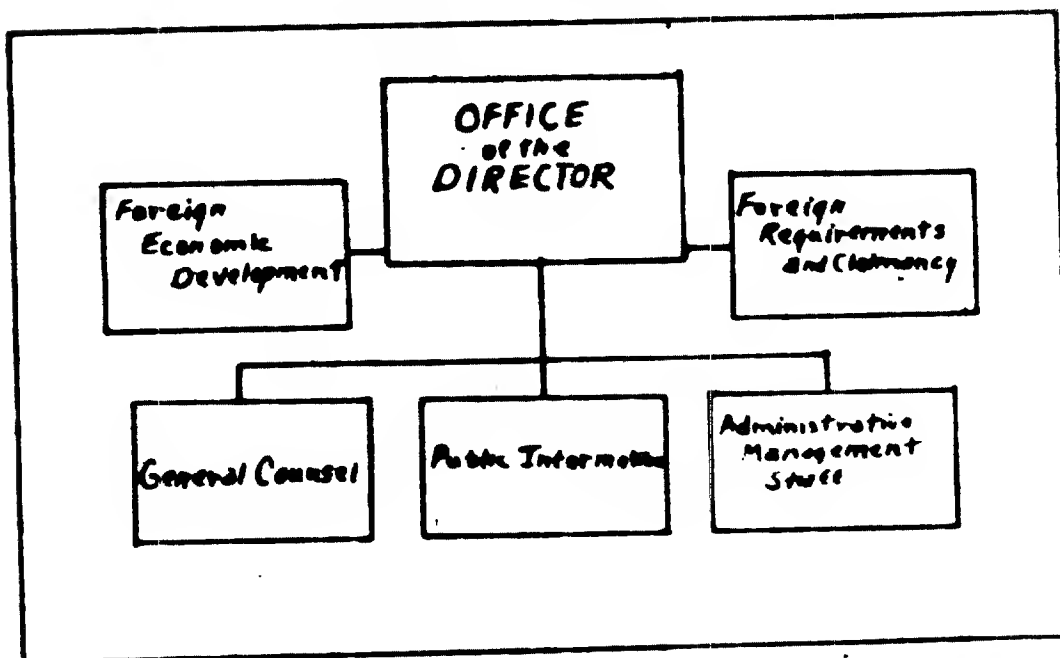


Fig. 3.--Organization of the Staff Offices.

#### Office of the Director

The function of the Office of the Director with the assistance of the Administrative Management Staff obviously is the supervision and management of the OIT in its entirety. In short, it carries out the functions and avowed purposes of the organization (partially enumerated on page ).

#### Foreign Requirements and Claimancy

The Foreign Requirements and Claimancy Division has three primary responsibilities: first, the formulation of

over-all OIT programs involving the economic requirements of foreign countries; second, the claiming of materials and equipment before allocating authorities; and third, the solving of problems directly and indirectly connected with foreign requirements and claimancy as they affect U.S. manufacturers and exporters, representatives of foreign governments, and various U.S. government agencies.

In addition to these functions, the Division has a coordinating responsibility with representatives of the Economic Cooperation Administration for the countries assigned to that agency. Beyond this, the Division participates with the Director in the formulation of foreign requirements policies and programs and represents the OIT before top allocating committees concerned with foreign requirements and claimancy matters.

#### Foreign Economic Development (Point IV)

The Foreign Economic Development program is essentially an administrative responsibility of the State Department of the United States. Certain of the functions of the program, however, are carried out by the Foreign Economic Development Division of the OIT.

Tersely stated, this Division is responsible for developing, planning, and directing the program of the OIT to meet the objectives outlined in the Point IV Program. To fulfill this responsibility, the Division provides industrial engineering services to the various "backward" areas being assisted. In addition, it lends technical assistance relative

working, cement production, textile production, warehousing, and distribution of consumer goods.

The Division selects and trains personnel to be sent abroad to carry out technical assistance projects in the industrial field. It also trains foreign nationals to fill supervisory and technical roles. This is done through the cooperation of private firms, universities, and various government agencies in the United States.

Beyond these functions, the Foreign Economic Development Division has the responsibility of representing the Commerce Department on matters brought before the Interdepartmental Advisory Council on Technical Cooperation in connection with the planning and operation of the government-wide Foreign Assistance Program.

#### General Counsel

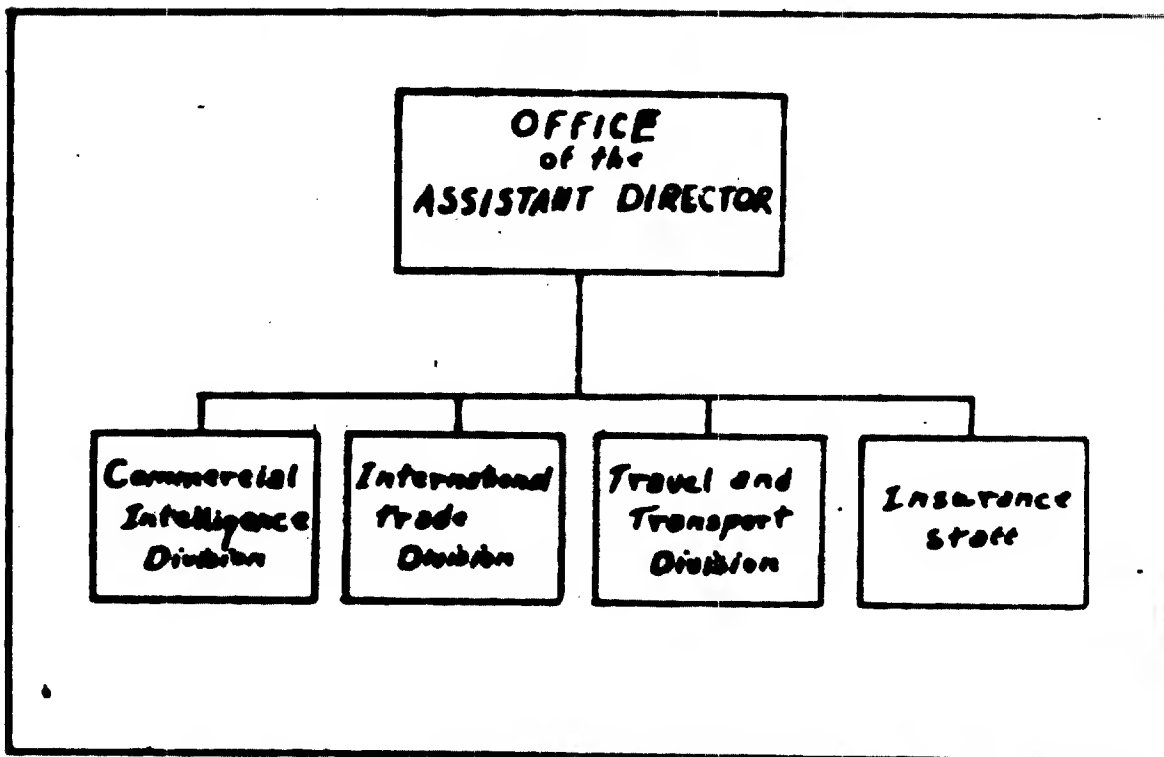
The General Counsel section attached to the staff offices of the OIT provides advice and assistance to the organization regarding legal matters. In addition, it coordinates within the OIT relations with the Congress of the United States by assisting in preparation of reports and testimony required by legislative committees.

#### Public Information Section

As its name implies, the Public Information section is charged with the responsibility of getting information to the public. It continuously plans and conducts informational,

promotional, and educational programs to acquaint the public, and particularly the trades community, with the services, policies, and activities of the OIT. It also makes available to business and industry the factual material relative to world markets, trends, developments, etc. which is assembled by the operating divisions.

### **Intelligence and Services Branch**



**Fig. 4.—Organization of the Intelligence and Services Branch.**

The Intelligence and Services Branch is primarily concerned with the gathering, analyzing and disseminating commercial information relative to "human activity." More specifically, it collects and processes data dealing with foreign business establishments, activities of foreign trade associations,

export and import connections abroad, etc.<sup>1</sup> The Branch also makes studies and recommendations relating to the removal of obstructions to the development of transportation and communications.

An additional function of the Intelligence and Services Branch is that of providing a personalized service to exporters and importers who are interested in planning, selling, or buying operations abroad. This personalized service includes access to various publications such as foreign trade lists, reports on particular foreign establishments, and surveys of conditions in particular countries relative to consumer tastes and demands.

In a more general way the Intelligence and Services Branch is responsible for the formulation of policies and programs designed to stimulate import and export trade. Particularly is this function emphasized during periods of rapid defense preparation and mobilization.

#### The Insurance Staff

The Insurance Staff has the responsibility of formulating and directing fact-finding projects dealing with insurance in foreign countries. In so doing, it attempts to provide a comprehensive picture of the world insurance market. In performing this function, it analyzes developing trends and restrictions in foreign insurance markets, develops lines of contact between the American and foreign insurance markets, makes recommendations to the Commerce Department regarding

policy position to be taken, and functions as a center for information on international insurance matters for the Department of Commerce and other interested government agencies.

#### **The International Trade Development Division**

The International Trade Development Division has the specific function of formulating and developing plans to establish and maintain a volume of international trade consistent with the needs for national security. Closely allied with this responsibility is the function of analyzing and disseminating information relating to the availability or potential availability in foreign countries of materials and products essential to defense production. This information is not only given to interested U.S. businessmen, but to various government agencies interested in national defense and foreign policy.

The International Trade Development Division has the additional function of administering that portion of the ECA Technical Assistance Program and Point IV Program which is concerned with marketing and distributing of products produced in foreign countries.

Other functions of lesser magnitude performed by the Division include the promotion of U.S. export and import interests through international fairs and exhibitions and the implementation of Department of Commerce policy of expanding the use of U.S. Foreign Trade Zones by U.S. and foreign traders.

### **Commercial Intelligence Division**

**A primary function of the Commercial Intelligence Division is the maintenance of a central intelligence exchange relating to commercial and industrial enterprises in all areas of the world. It collects data regarding private, quasi-governmental, and governmental business enterprises engaged in international trade<sup>1</sup> relative to goods produced, location, volume of business, potential, size, method of operation, reputation, number of employees, capital, annual turnover, ownership or management, and representatives in the United States, if any. This information goes to make up what is known as the World Trade Directory.<sup>2</sup> Currently, such detailed information is maintained on over 800,000<sup>3</sup> foreign firms and individuals in some eighty five countries.**

**In addition to its function of providing U.S. businessmen and government agencies with a detailed knowledge of foreign business firms engaged in foreign trade, the Division advises government procurement agencies as to where strategic materials, etc. may best be procured. It also serves as a central source of commercial intelligence information for the Department of Commerce and other agencies of government concerned with defense, security, and control operations.**

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<sup>1</sup>**Corrie Cloyes and Edmund F. Becker, Channels for Trading Abroad, (Washington, D.C.: Government Printing Office, 1948), p. 23.**

<sup>2</sup>**See Appendix B for sample World Trade Directory Report.**

<sup>3</sup>**Corrie Cloyes and Edmund F. Becker, op. cit., p. 21.**

### **Travel and Transport Division**

The over-all function of the Travel and Transport Division is the promotion of international travel. The purpose behind this function is obvious. On the one hand, it tends to create good international relations which is a stimulus to trade. On the other, it brings foreign currency to the various countries so that money is available for trade. At a time when a dollar shortage exists in most foreign countries, it is particularly desirable that American tourists be stimulated to travel to foreign countries. To accomplish this purpose, the Travel and Transport Division endeavors to develop and encourage practices and policies to eliminate and simplify barriers to travel.

Another travel function performed by this Division is that of sponsoring travel of foreign trade representatives to the United States. They are thus exposed to American commercial techniques, and have the opportunity to study the American market.

Additional functions include (1) the collection and dissemination of data relative to the extent of travel facilities, housing, food supply, etc. of foreign countries; (2) the developing of reports relating to the relationship of travel to foreign trade and investment; (3) the analyzation and interpretation of data dealing with foreign air, ocean, and inland transport potentials; and (4) the collection and dissemination of information having to do with passport regulations, customs, etc.

### **The Economic Affairs Branch**

The functions and responsibilities of the Economic Affairs Branch are many. Of primary importance, however, is the responsibility of providing business and government with the "area" information needed to appraise the potentialities of foreign markets and sources of supply. Beyond this, it participates in the formulation of U.S. international trade and economic policies and represents U.S. trade interests in negotiations with other governments. Other responsibilities include participation in the formulation of the U.S. export control policy and the performance of certain services in the administration of the British Token Import Plan.

### **The Office of the Director for Economic Affairs**

As we have already noted, the Economic Affairs Branch has the responsibility of developing for the Director of the OIT its economic policies and programs. This function is performed by the Director's Office but utilizes the efforts and facilities of the International Economic Analysis Division and the several geographic divisions in the Economic Affairs Branch.

The Office of the Director also advises the Secretary of Commerce on matters relative to foreign trade, foreign economic development, finance and monetary matters, commercial policy, U.S. private investment possibilities, and general economic conditions of countries abroad. In addition to these functions, the Office serves as the departmental representative

on the Trade Agreements Committee, United Nations Economic Committee and the Staff Committee of the National Advisory Council. It also coordinates the work of the Department of Commerce in its relations with the United Nations.

### The "Areas" Divisions<sup>1</sup>

General Functions.--The basic duties of the Economic Affairs Branch are performed by the various Areas Divisions. In a general way their function is to assemble and analyze all available economic data on foreign nations and make it available to interested government agencies and private interests. More specifically, the Areas Divisions, for one thing, assist various U.S. government agencies in the development of foreign economic programs. For example, they assist in the formulation and development of the U.S. Foreign Economic Aid Program and the Technical Assistance Program. They also frequently represent the Commerce Department in the support of U.S. financial policy on U.S. delegations to such international conferences as the World Bank and Fund, Economic and Social Council of the U.N., etc.

The Areas Divisions, moreover, cooperate with the U.S. Department of State in preparation and negotiation of treaties

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<sup>1</sup>34th Annual Report of the Secretary of Commerce.  
(Washington, D.C.: Government Printing Office, 1946), p. 116.  
35th Annual Report (1947), p. 250.  
36th Annual Report (1948), p. 300.  
37th Annual Report (1949), p. 58.  
38th Annual Report (1950), p. 75.  
Federal Register, op. cit., p. 312.  
"Department Order No. 11," op. cit.

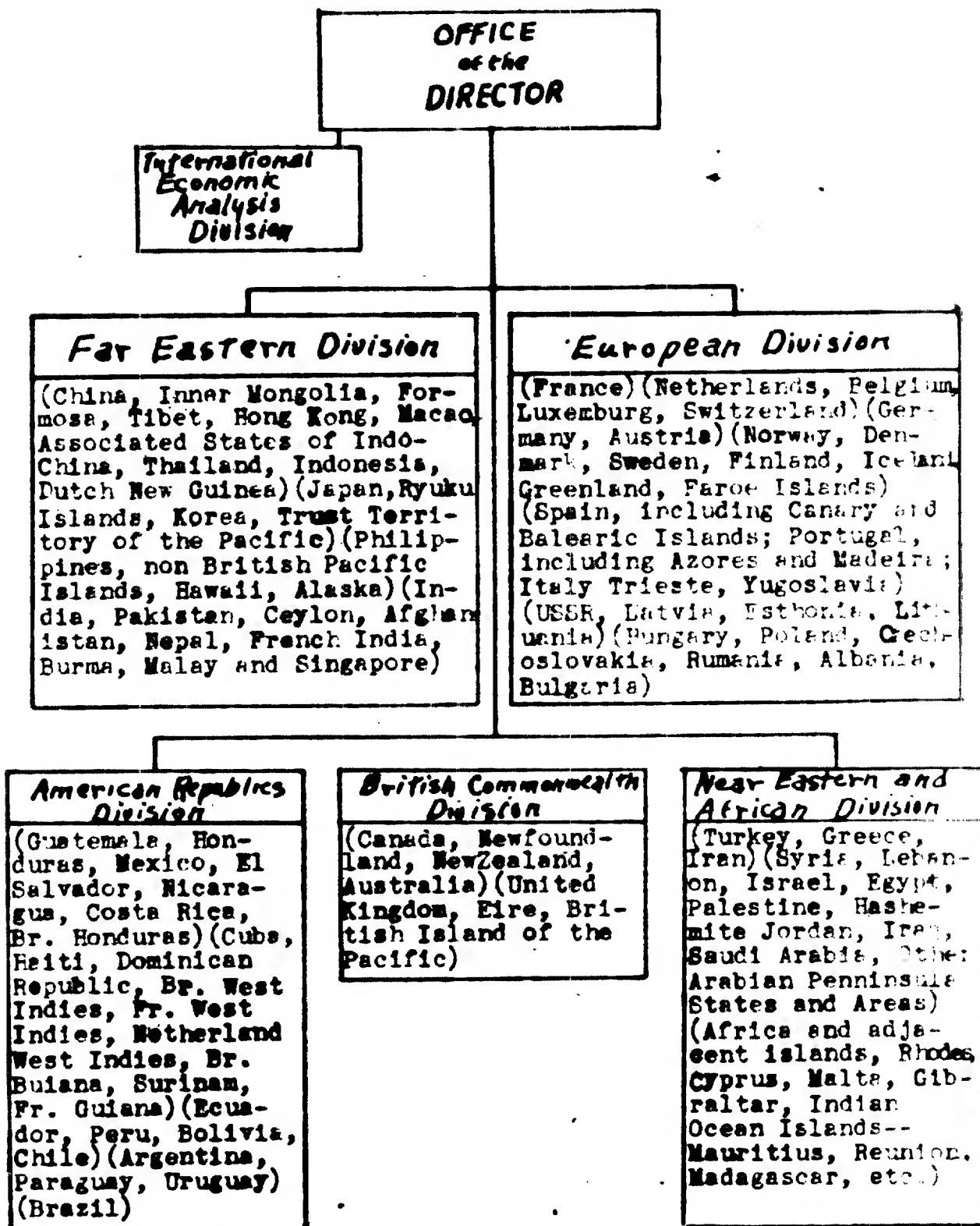


Fig. 5.--Organization of the Economic Affairs Branch Showing Countries Included in Areas Divisions.

relative to commerce and navigation. They also, under the supervision of the Foreign Service Operations Division, assist in the selection, training, and rating of Foreign Service personnel engaged in economic and commercial reporting abroad. To aid in the accomplishment of this function, they maintain liaison with economic staffs of foreign embassies and U.S. embassies, legations, and consulates to present and interpret economic and commercial reporting programs and to acquaint Foreign Service officers with the current trade promotion activities of the OIT.

Export control functions.--An important function of the Areas Divisions since World War II, and particularly since the outbreak of the Korean War, has been the development, the analyzation, and justification of the import requirements (from the United States) of individual foreign countries. Closely allied with this function is the responsibility of keeping posted as to the extent of trade between other foreign countries and the Soviet-controlled areas. With this knowledge they advise the National Security Council as to the effects of such trade upon U.S. security interests.

Finance functions.--The Areas Divisions develop and maintain information on financial matters in foreign countries. They are particularly interested in fiscal operations, banking laws, corporate holdings, currency exchange rates and exchange legislation, foreign investments, and legislation affecting foreign investments.

Commercial law functions.--Relative to commercial laws, the Areas Divisions assemble and maintain current information on company laws, tax laws and schedules, employment of American nationals in foreign countries, labor and social security legislation, and commercial regulations in general. In addition to this, they attempt to analyze the effects of such laws and regulations on American businessmen operating in those areas or trading with the areas from the United States.

Functions relative to barriers affecting international trade.-- The Divisions maintain current information on legislation and regulations of foreign countries relative to import and export tariffs, customs regulations and procedures, import and export regulations, food and drug regulations, and quarantine and sanitary regulations. This information is disseminated to interested U.S. businessmen and government agencies. In addition to this fact-finding function, the Areas Divisions analyze the data and attempt to ascertain the effect of each new change on American interests and on international trade in general. If changes are contrary to U.S. treaty rights, official protests are initiated.

Foreign development function.--The Areas Divisions design and recommend technical aid projects under the United States Technical Cooperation Program. If and when such projects are approved, the Areas Divisions supervise or carry them out.

Trade Agreement functions.--The Areas Divisions participate with the State Department in the formulation, nego-

tiation, and conclusion of trade agreements with foreign countries.

**Statistical functions.**--The respective Areas Divisions compile, analyze, and disseminate statistics on foreign trade by country and by commodity, trade movements, production and consumption in foreign countries, cost of living and price trends in foreign countries. In addition to this, they prepare analytical studies of regional and inter-regional trade and economic problems for use in the formulation of U.S. economic policies and in advising business interests.

#### International Economic Analysis Division

The International Economic Analysis Division compiles and analyzes statistical data (much of it gathered by the Areas Divisions) relative to world trade and regional and inter-regional problems. This finished product serves as a basis for the policy positions of the Department of Commerce on these matters. Beyond this, the statistics are published for American consumption (World Trade Statistics).

#### The Export Branch

In contrast to the Economic Affairs Branch, the Export Branch is organized along commodity lines.<sup>1</sup> Thus, one Division has jurisdiction over foodstuffs, for example, and another, over machinery. The Branch, in general, serves two distinct functions. First, it compiles, analyzes, and disseminates

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<sup>1</sup>Federal Register, op. cit., p. 312.

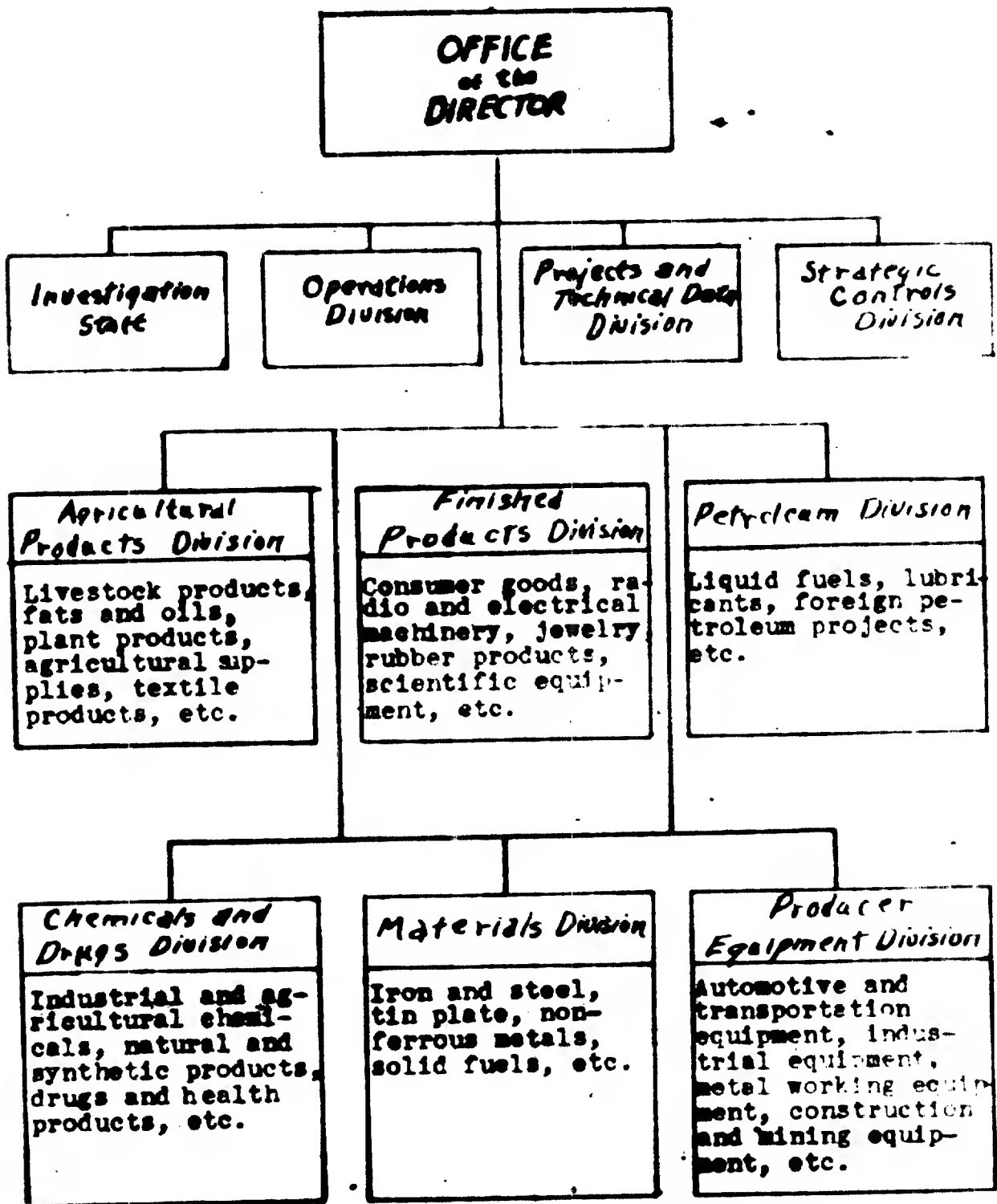


Fig. 6.--Organization of the Export Branch.

foreign trade information with respect to particular commodities or industries; and second, it administers the export licensing and control program. Beyond these basic functions, it represents the Department of Commerce on committees dealing with commodities and maintains liaison with other agencies including foreign government missions relative to world requirements and supply situations.

### **The Commodities Divisions**

Many of the functions of the Export Supply Divisions are carried on by the various Commodities Divisions. One of their functions is the continuous analysis (from a commodity standpoint) of foreign demand and supply. With this information requirements are determined and requirement reports are submitted to allocating committees. In addition to this function, the Commodities branches determine the strategic importance of commodities and recommend licensing policies for them. Beyond this, they serve as the focal point in the Department of Commerce on international commodity policies and problems.

### **Operations Division**

The Operations Division receives, examines, and routes license applications to the various Commodity Divisions. They also have the function of maintaining informational and consultative services on export control for foreign traders, representatives of foreign governments and the Department of Commerce field offices.

### Projects and Technical Data Division

The Projects and Technical Data Division advises as to the desirability of exporting or releasing for foreign uses certain types of unclassified technical data having significance to national security. They also analyze from a technical and national interest standpoint all project license applications except petroleum.

### Strategic Controls Division

The Strategic Controls Division directs the development of OIT policy as relates to strategic ratings and foreign controls.

### Foreign Service Operations Division<sup>1</sup>

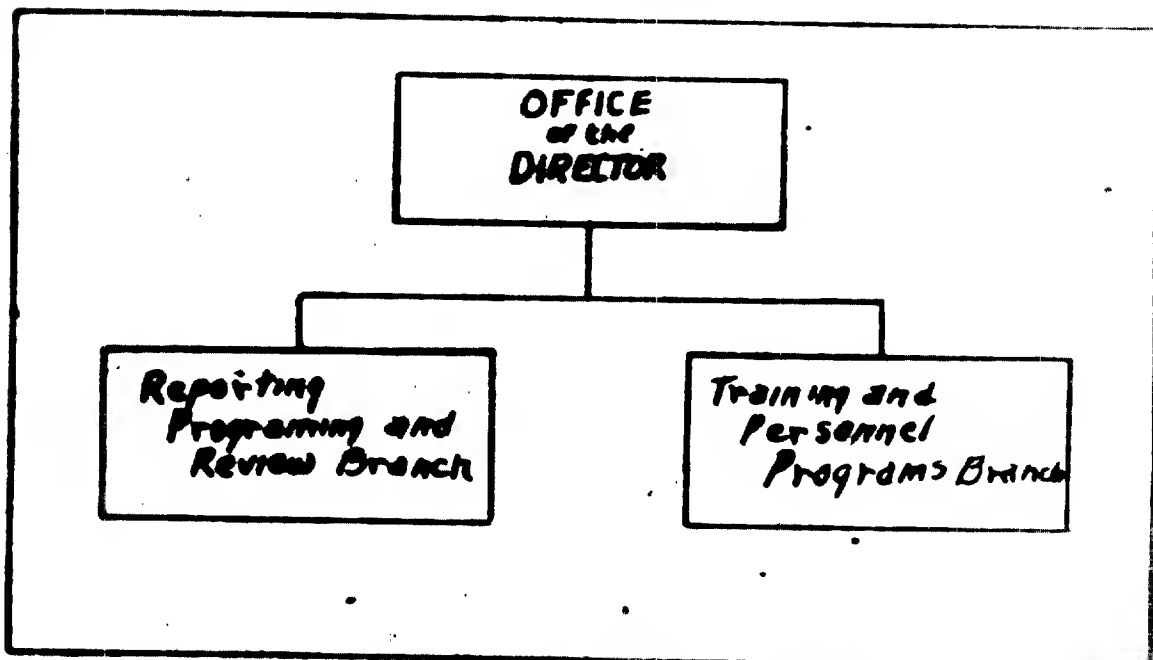


Fig. 7.--Organization of the Foreign Service Operations Division.

<sup>1</sup>Edmund F. Becker, *op. cit.*, p. 10.

The Office of International Trade does not maintain its own information-collecting staff in foreign areas. Rather, it depends upon the American Foreign Service. It does, however, closely collaborate with Foreign Service in the training of officers who are to collect commercial data, and recommends to it policies and programs in the interest of the Commerce Department.

The Foreign Service Operations Division of OIT is the link between the Foreign Service of the United States and the Department of Commerce. It provides special services to all primary units of the Department in connection with obtaining information from abroad. In addition, it maintains liaison with the Department of State, the Civil Affairs Division and Military Intelligence Division of the Department of the Army, the Office of Naval Intelligence of the Naval Department, and the Central Intelligence Agency.

#### **Reporting, Program, and Review Branch**

The Reporting, Program, and Review Branch, as its name would indicate, is charged with the responsibility of formulating and maintaining the procedures to be used by Foreign Service officers reporting for the Department of Commerce. It also maintains a system for the receipt, review, control, and distribution of communications from the Foreign Service, the Economic Cooperation Administration, Department of Defense, Central Intelligence Agency, and other services having representatives abroad.

A goodly portion of the reports that flow in from foreign countries are those relative to subject matter which is constantly under surveillance. Foreign Service officers thus send a continuous flow of this type of information. When it arrives at the Foreign Service Offices from abroad, it is distributed to the various interested agencies. That which is routed to the Department of Commerce is sent to the Reporting, Program, and Review Branch. The Branch then routes the information to the respective Commerce Divisions concerned.

A certain percentage of the reports which the Reporting, Program, and Review Branch processes are specific in nature and are initiated upon request of OIT itself. When, for example, the OIT is unable to answer a specific question brought to it by a U.S. business man interested in foreign trade, it requests that information from the Foreign Service personnel most likely to get the information. More specifically, the particular Branch (usually the Intelligence and Services Branch) desiring the information makes the request to the OIT's Foreign Service Operations Division. The request is then sent to Foreign Service and from there to the particular Foreign Service Officer concerned. When the needed information is obtained, the report is, of course, sent back through the same channels.

#### **Training and Personnel Programs Branch**

The responsibility of the Training and Personnel Programs Branch is that of developing and maintaining highly

trained foreign personnel to gather information for the Department of Commerce. As has already been noted, the Department of Commerce does not maintain its own foreign-information-gathering staff, but relies upon the American Foreign Service. It does, however, train those Foreign Service officers who are to engage in finance, commodity, and industry reporting. This then is the function of the Training and Personnel Programs Branch. To accomplish its purpose it has developed comprehensive training courses in the fields of foreign tariffs and commercial policy, economic reporting, commercial intelligence, protection and promotion of American trade, trade policies of the U.S. and foreign governments, and export and import practices. In addition to this, it gives courses designed to familiarize the student with the various activities of the Department of Commerce and the functions and practices of its primary units. Beyond these functions under the provisions of the Foreign Service Act of 1948, the Branch is responsible for assuring the full participation of the Department of Commerce in the selection, appointment, assignment, rating and transfer of officers of the Foreign Service.

# APPENDIX A

Approved For Release 2001/08/27 : CIA-RDP62-00328A000200080015-1

## U. S. DEPARTMENT OF COMMERCE FIELD SERVICE

### LIST OF FIELD OFFICES

JUNE 15, 1951

(Supersedes List of May 15, 1951)

**ALBANY, N. Y.**  
1033 Curve Street  
Russell H. Stokes  
Industrial Analyst in Charge  
(Phone: 1000)

**ALBANY, N. Y.**  
61 Columbia Street  
Richard E. Wheeler  
District Manager  
(Phone: 5-0811)

**ALBUQUERQUE, N. MEX.**  
Reno Building  
200 W. Gold Avenue  
Thomas L. Moore  
District Manager  
(Phone: 6741, Ext. 110 & 111)

**APPLETON, WIS.**  
714 North Superior Street  
Herbert C. Crane  
District Manager  
(Phone: 3-5504)

**ATLANTA 2, GA.**  
416 Atlanta National Building  
50 Whitcomb Street S. W.  
Marshall C. Loftin  
Regional Director  
(Phone: Walnut 9121, Ext. 465)

**AUGUSTA, GA.**  
210 Howell Street  
1002 Green Street  
Frederick E. Wood  
Acting District Manager  
(Phone: 8-0304)

**BALTIMORE 2, MD.**  
312 Court Square Building  
200 East Lexington Street  
John Hauer  
District Manager  
(Phone: Wilberry 7128)

**BARNHILL, S. C.**  
County Office Building  
John R. Hayes  
Industrial Analyst in Charge  
(Phone: 292)

**BIRMINGHAM, ALA.**  
731 Frank Nelson Building  
Second Ave. & Twentieth St.  
Paul H. Jones  
District Manager  
(Phone: 53-2421)

**BOISE, IDAHO**  
251 Sunco Building  
9th and Main Streets  
James H. Hawley, Jr.  
Acting District Manager  
(Phone: 4-744; 9-082)

**BOSTON, MASS.**  
60 Broad Street  
Paul G. Conway  
Regional Director  
(Phone: Hubbard 2-6200,  
Ext. 81 & 82)

**BRIDGEPORT, CONN.**  
Bernas Thompson Building  
177 State Street  
Bible C. Moore  
Industrial Analyst in Charge  
(Phone: 68-2546)

**BUFFALO 3, N. Y.**  
824 Federal Building  
117 Ellicott Street  
John J. Love  
District Manager  
(Phone: Madison 4216)

**BUTTE, MONT.**  
106 Federal Building  
William A. Maloney  
District Manager  
(Phone: 4358)

**CHARLESTON 2D, S. C.**  
6 Hudson Street  
C. M. Martin  
District Manager  
(Phone: 7771)

**CHARLESTON 1, S. VA.**  
Chamber of Commerce Bldg.  
3 Capitol Street  
Charles H. Hamble  
District Manager  
(Phone: 2-7125)

**CHARLOTTE, N. C.**  
203 Lloyd Bldg.  
317 South Tryon Street  
Edward H. Witt  
District Manager  
(Phone: 6-3828)

**CHATTANOOGA 2, TENN.**  
719 James Bldg.  
Eighth & Second Street  
Albert B. Clark  
District Manager  
(Phone: 7-5673)

**CREVIERE, IOWA**  
410 Federal Office Bldg.  
21st St. & Carey Ave.  
Albert B. Kohn  
District Manager  
(Phone: 5881, Ext. 101 & 102)

**CHICAGO 1, ILL.**  
1708 LaSalle-Madison Bldg.  
221 North LaSalle St.  
George C. Payne  
Regional Director  
(Phone: Central 6-3428)

**CINCINNATI 2, OHIO**  
1036 Federal Reserve Bank Bldg.  
106 W. Fourth St.  
Robert M. Luskay  
District Manager  
(Phone: Bamber 220)

**CLEVELAND 14, OHIO**  
410 Union Commerce Bldg.  
925 Euclid Avenue  
George A. Moore  
Regional Director  
(Phone: Cherry 1-7990)

**COLUMBIA 1, S. C.**  
116 Palmetto State Life Bldg.  
1310 Lady Street  
William B. Worthy  
District Manager  
(Phone: 3-1145 & 3-2119)

**COLUMBUS, OHIO**  
312 Trautman Bldg.  
209 South High Street  
John A. Bush  
District Manager  
(Phone: Male 4208)

**DALLAS 2, TEX.**  
Room 1116  
1116 Commerce Street  
Ernest L. Tett  
Regional Director  
(Phone: Riverside 6851)

**Davenport, IOWA**  
310 Kohl Bldg.  
Third and Ripley Street  
Neil P. McCarthy  
District Manager  
(Phone 3-2763)

**DARTON 2, OHIO**  
1020 U. S. Bldg.  
Fourth and Main Street  
Clifford E. Finlay  
Industrial Analyst in Charge  
(Phone: Michigan 0861)

**DECATUR, ILL.**  
102 Superior Club Bldg.  
Paul J. Fields  
District Manager  
(Phone: 3-0851)

**DENVER 2, COLO.**  
142 New Custom House  
19th & Stout Street  
Charles E. Straker  
Regional Director  
(Phone: Keystone 4151,  
Ext. 501 & 502)

**DES MOINES, IOWA**  
228 Savings & Loan Bldg.  
228 South Avenue  
John B. Bickart  
District Manager  
(Phone: 3-2171)

**DETROIT 26, MICH.**  
1036 Federal Bldg.  
230 W. Fort Street  
William T. Hunt  
District Manager  
(Phone: Woodward 3-9930)

**DULUTH 2, MINN.**  
325 J. S. Post Office  
Russell J. Barnes  
District Manager  
(Phone: 2-1082)

**EAU CLAIRE, WIS.**  
401 South Saratow St.  
Russell O. Gunderson  
Acting District Manager  
(Phone: 2-1805 & 2-1806)

**EL PASO, TEX.**  
Chamber of Commerce Bldg.  
310 San Francisco Street  
Thomas J. Purcell  
District Manager  
(Phone: 3-1643)

**ERIE, PA.**  
200 Erie Commerce Bldg.  
Twelfth and State Streets  
Ralph W. Delaney  
District Manager  
(Phone: 4-5256)

**EVANSVILLE, IND.**  
Claremont Bldg.  
127 Locust Street  
Albert G. Schmidt  
District Manager  
(Phone: 3-0848)

**FARGO, N. DAK.**  
207 Welner Bldg.  
621 First Avenue North  
Robert A. Huey  
Acting District Manager  
(Phone: 3-4781)

**FORT WORTH 2, TEX.**  
557 Commerce Bldg.  
600 South Collins Street  
Walter C. Vetter  
District Manager  
(Phone: Eastbrook 7281 & 7302)

**GRAND RAPIDS, MICH.**  
Davenport Institute  
4 Fulton Street East  
George R. Patrie  
District Manager  
(Phone: 9-7108)

**HARRISBURG, PA.**  
Columbus Hotel Bldg.  
230 Walnut Street  
Edward S. Harris  
District Manager  
(Phone: 5-0303)

**HARTFORD 1, CONN.**  
224 Post Office Bldg.  
135 High Street  
Frank J. Madden, Jr.  
District Manager  
(Phone: 7-7241, Ext. 273)

**HARTFORD 2, CONN.**  
Dillingham Bldg.  
Area R. Ringman  
District Manager  
(Phone: 6-3407 & 6-3408)

**HOUSTON 14, TEX.**  
602 Federal Office Bldg.  
Warren A. Brown  
District Manager  
(Phone: Capitol 7201)

**INDIANAPOLIS 1, IND.**  
Suite 410  
274 W. Harrison Street  
William L. Hightor  
District Manager  
(Phone: Lincoln 2301 & 2306)

**JACKSON, MISS.**  
206 Fidelity Bldg.  
436 Yazoo Street  
Erwin L. Ballage  
District Manager  
(Phone: 3-4872 & 3-4873)

**JACKSONVILLE 1, FLA.**  
425 Federal Bldg.  
311 West Monroe Street  
William A. Dunlap  
District Manager  
(Phone: 4-7111)

**KANSAS CITY 4, MO.**  
700 Frederick Bldg.  
203 McGee Street  
Kenneth V. Jones  
Regional Director  
(Phone: Harrison 3461)

**KNOXVILLE, TENN.**  
347 Daylight Bldg.  
301 Union Avenue  
Lucian C. Greene  
District Manager  
(Phone: 5-1128 & 5-1139)

**LITTLE ROCK, ARK.**  
204 Gardner Bldg.  
204 Center Street  
John F. Austin  
District Manager  
(Phone: 2-4261)

**LOS ANGELES 12, CALIF.**  
1946 U. S. Post Office &  
Court House  
312 North Spring Street  
Edwin Bates  
District Manager  
(Phone: Madison 74)

**CHICAGO 2, ILL.**  
1500 Masonic Temple Bldg.  
233 St. Charles Avenue  
District Manager  
(Phone: Jackson 1361)

**DALLAS, TEX.**  
1500 Exchange Bldg.  
13th Street  
District Manager  
(Phone: 3-2006)

**HARTFORD, N. H.**  
314 Denison Bldg.  
104 Elm Street  
District Manager  
(Phone: 5-7536 & 5-7535)

**MEMPHIS 3, TENN.**  
729 Federal Bldg.  
John M. Fowler  
District Manager  
(Phone: 3-3626)

**MIAMI 32, FLA.**  
401 Baybold Bldg.  
W. E. First Street  
Marion A. Leonard  
District Manager  
(Phone: 9-7533)

**MILWAUKEE 2, WIS.**  
700 Federal Bldg.  
517 E. Wisconsin Avenue  
District Manager  
(Phone: Broadway 2-6000)

**MINNEAPOLIS 2, MINN.**  
107 Minnesota Federal Savings  
1 Luan Bldg.  
107 Marquette Avenue  
Siles M. Bryn  
Regional Director  
(Phone: Geneva 5811)

**MOBILE 10, ALA.**  
316 Federal Bldg.  
109-13 St. Joseph Street  
District Manager  
(Phone: 2-3841)

**MONTPELIER, VT.**  
2nd Floor Willard Block Bldg.  
79 Main Street  
Dan P. Healey  
District Manager  
(Phone: 2156 & 2158)

**NASHVILLE 3, TENN.**  
410 Nashville Trust Bldg.  
415 Union Street  
Joseph C. Carlin  
District Manager  
(Phone: 62-2888 & 62-2887)

**NEWARK 2, N. J.**  
8 Halsey Street  
Frank W. Corbally  
District Manager  
(Phone: Mitchell 3-0801)

**NEW HAVEN, CONN.**  
Temple Bldg.  
125 Temple Street  
Frank L. McBurnett  
District Manager  
(Phone: 5-0773)

**NEW YORK 4, N. Y.**  
62 Broadway  
John P. McIlwain  
Regional Director  
(Phone: Bldg 4-0000)

**ROBESON, VA.**  
301 Duke York Bldg.  
610 Duke Street  
James M. McElroy  
District Manager  
(Phone: 4-0283)

**OKLAHOMA CITY 2, OKLA.**  
311 Council Bldg.  
102 N. W. Third  
George S. Phillips  
District Manager  
(Phone: 7-0801)

**OMAHA, NEBR.**  
236 Sunderland Bldg.  
403 South 16th Street  
Marvin E. Hicks  
Acting District Manager  
(Phone: Jackson 7000, Ext. 404 & 465)

**PASADENA, CALIF.**  
316 Kentucky Avenue  
George F. Barker  
Industrial Analyst in Charge  
(Phone: 628)

**PEORIA 2, ILL.**  
224 Commercial National  
Bank Bldg.  
302 South Adams Street  
Wesley C. Haggard  
District Manager  
(Phone: 3-2812 & 3-2814)

**PHILADELPHIA 6, PA.**  
Jefferson Bldg.  
1015 Chestnut Street  
John B. Lamm  
Regional Director  
(Phone: Lombard 3-0200)

**PHOENIX, ARIZ.**  
808 North First Street  
Ernest C. Carroll  
District Manager  
(Phone: 4-0718 & 4-0710)

**PITTSBURGH 22, PA.**  
1021 Clark Bldg.  
717 Liberty Avenue  
Charles A. Carpenter  
District Manager  
(Phone: Grant 1-0370)

**PORTLAND, MAINE**  
410 Chapman Bldg.  
477 Congress Street  
John R. Forth  
District Manager  
(Phone: 3-3001 & 3-3000)

**PORTLAND 4, ORE.**  
217 Old U. S. Court House  
520 S. W. Harrison Street  
Ralph W. Sullivan  
District Manager  
(Phone: Broadway 8471, Ext. 151)

**PROVIDENCE 3, R. I.**  
327 Post Office Annex  
Norbert J. Danner  
District Manager  
(Phone: Jackson 1-0060)

**RICHMOND, N. C.**  
3-F State Capital Life  
Insurance Bldg.  
2520 Williams Street  
Alfonse C. Jelliff  
District Manager  
(Phone: 4-1913)

**RENO, NEV.**  
1470 Wells Avenue  
Sam Maffi  
District Manager  
(Phone: 7140 & 7147)

**RICHMOND 10, VA.**  
Room 2, Maxxine  
801 East Broad Street  
C. Ray Haines  
Regional Director  
(Phone: 7-2306)

**ROANOKE, VA.**  
311 Liberty Trust Building  
101 Jefferson Street  
Frederick L. Sholar, Jr.  
Industrial Analyst in Charge  
(Phone: 4-0115)

**ROCHESTER, N. Y.**  
819 Commerce Bldg.  
118 East Main Street  
John F. Noonan  
District Manager  
(Phone: Hamilton 2804)

**ROCHFORD, ILL.**  
302 Cutler Bldg.  
301 So. Main Street  
Frank B. Bantable  
District Manager  
(Phone: 9-0461 & 9-0462)

**SACRAMENTO, CALIF.**  
1380 Jay Street  
Arthur F. Davis  
District Manager  
(Phone: Gilbert 3-1016)

**ST. LOUIS 1, MO.**  
910 New Federal Bldg.  
1114 Market Street  
Clyde Miller  
District Manager  
(Phone: Main 8100)

**SALT LAKE CITY 1, UTM**  
528 Rudy Bldg.  
100 West Second Street So.  
Kenneth S. Dyer  
District Manager  
(Phone: 5-7041, Ext. 24 & 29)

**SAN ANTONIO, TEX.**  
519 Bedell Building  
118 Broadway  
George L. Melherbe  
District Manager  
(Phone: Fannin 7141)

**SAN DIEGO, CALIF.**  
2nd Floor Chamber of Commerce  
Bldg.  
435 West Broadway  
Arthur C. Johnson  
District Manager  
(Phone: Franklin 9-2277)

**SAN FRANCISCO 2, CALIF.**  
315 Flood Building  
870 Market Street  
John J. Judge  
Regional Director  
(Phone: Yukon 2-5800)

**SAN JUAN, P. R.**  
2 Puerto Rican Reconstruc-  
tion-Admin. Ground  
Building B  
Harold Lockheimer  
District Manager

**SAVANNAH, GA.**  
218 U. S. Court House &  
Post Office Bldg.  
125-29 Bull Street  
Joseph G. Stovall  
District Manager  
(Phone: 2-4755)

**SCRANTON, PA.**  
4th Floor Select Bldg.  
114 N. Washington St.  
John F. Conaway  
District Manager  
(Phone: 7-1785)

**SEATTLE 4, WASH.**  
809 Federal Office Bldg.  
904 First Avenue  
Philip M. Crawford  
Regional Director  
(Phone: Seneca 2100, Ext. 316)

**SHREVEPORT, LA.**  
Belmont Bldg.  
804 Marshall Street  
Ray D. Saunders  
District Manager  
(Phone: 5-4361 & 5-4364)

**SIOUX FALLS, S. DAK.**  
226 Sea Company Bldg.  
114 South Main Avenue  
Vincent E. Montgomery  
District Manager  
(Phone: 2-5080)

**SPOKANE, WASH.**  
306 Columbia Bldg.  
107 Howard Street  
Roger O. Ocarson  
Acting District Manager  
(Phone: Riverside 6171)

**SPRINGFIELD, MASS.**  
216 Hampden Bldg.  
1634 Main Street  
Charles J. Diamond  
District Manager  
(Phone: 6-2563 & 6-2564)

**TAMPA, FLA.**  
304 Wallace S. Bldg. Annex  
608 Tampa Street  
Charles Wainhead  
District Manager  
(Phone: 2-3900)

**TOLEDO, OHIO**  
Chamber of Commerce Bldg.  
218 Huron Street  
Darrell J. Dunkle  
District Manager  
(Phone: Adams 6275)

**TRENTON, N. J.**  
306 Old Post Office Bldg.  
E. State & Montgomery St.  
Henry A. Ludlow  
District Manager  
(Phone: 5-8530)

**TULSA 3, OKLA.**  
304 Wright Bldg.  
115 West Third Street  
Charles Saville  
Acting District Manager  
(Phone: 5-9161)

**UTICA, N. Y.**  
115 South Sansone  
Robert H. Schaub  
District Manager  
(Phone: 4-4158)

**WICHITA 2, KANS.**  
212 East Waterman Street  
Glenn A. Weaver  
District Manager  
(Phone: 4-0261)

**WILKES-BARRE (KINGSTON) PA.**  
202 Pool Bldg.  
308 Market Street  
Peter J. Potoczny  
District Manager  
(Phone: Kingston 8-1626)

**WILMINGTON, DEL.**  
41 Pennsylvania Bldg.  
Front & French Streets  
Robert C. Powell  
District Manager  
(Phone: 4-4161)

**WORCESTER, MASS.**  
201 Dean Bldg.  
107 Front Street  
George W. Jacobstein  
District Manager  
(Phone: 2-1940 & 2-1940)

### **Pamphlets**

- Becker, Edmund F., Guides for New World Traders.** Washington, D.C.: U.S. Government Printing Office, 1949. 29 pp.
- Cloyes, Corrie and Edmund F. Becker, Channels for Trading Abroad.** Washington D.C.: U.S. Government Printing Office, 1946. 26 pp.

### **Reports**

- 34th Annual Report of the Secretary of Commerce.** Washington, D.C.: U.S. Government Printing Office, 1946. 226 pp.
- 35th Annual Report of the Secretary of Commerce.** Washington, D.C.: U.S. Government Printing Office, 1947. 250 pp.
- 36th Annual Report of the Secretary of Commerce.** Washington, D.C.: U.S. Government Printing Office, 1948. 300 pp.
- 37th Annual Report of the Secretary of Commerce.** Washington, D.C.: U.S. Government Printing Office, 1949. 58 pp.
- 38th Annual Report of the Secretary of Commerce.** Washington, D.C.: U.S. Government Printing Office, 1950. 75 pp.
- Department Order No. 10.** Issued by Department of Commerce. Washington, D.C.: U.S. Government Printing Office, 1945. 4 p.
- Department Order No. 11.** Issued by Department of Commerce. Washington, D.C.: U.S. Government Printing Office, 1950. 4 p.
- U.S. Machinery for the Promotion of International Trade.** Washington, D.C.: U.S. Government Printing Office, 1951. 7 p.

### **Public Documents**

- Federal Register, 177A.** Washington D.C.: U.S. Government Printing Office, 1946.